

CLAUSE TO BE INCORPORATED INTO NEW SOLICITATIONS/CONTRACTS

INSTALLATION ACCESS CONTROL REQUIREMENTS

1. Contractors/Subcontractors and their employees requiring access to the installation will be required to comply with the installation access control policy/procedures. The Government will not be responsible for damages due to delay/stoppages caused by failure to comply.

2. The type of registration required will be determined by the length of time the contractor requires access to the installation.

a. Contractors requiring access to the installation in excess of 90 days will be issued a government identification card and a vehicle decal that will be displayed in the top center portion of the windshield.

b. Contractors requiring access to the installation for a period of 90 days or less will be issued a temporary vehicle permit that shall be displayed on the dash of the automobile. A government identification card will not be issued. A valid drivers license or other form of identification must be shown at the access control point in lieu of a government identification card.

c. Contractors requiring access to the installation sporadically will be required to follow the same procedures as other visitors to the installation. These contractors include but are not limited to those that are here for warranty calls, one-time deliveries, scheduled inspections, service providers, etc.

3. Government issued identification cards and vehicle registration decals/permits are government property and must be relinquished upon request of the government.

4. Procedures for Obtaining Government Issued Identification Cards and Vehicle Registration

a. Contractors Requiring Access to the Installation in Excess of 90 Days.

(1) Contractors are required, within 5 days after receipt of contract award, to furnish a personnel roster to the Directorate of Contracting (DOC). Submission via email to address provided in notice of award is preferred. Upon receipt of the personnel roster, the DOC will verify contract information and forward to the Civilian Personnel Advisory Center (CPAC). A revised roster must be provided to the DOC any time a change is made to the contractor's personnel.

(2) Contractors shall provide information for individual employee identification cards to the CPAC, 101 W Bultman Ave Ste 100, Fort Stewart, GA 31314. This shall include: employee last name, first name, middle initial; social security number, date of birth, weight, height, color hair, color eyes, and sex. Once CPAC has received this information, they will prepare the identification cards and call the contractor to schedule an appointment for employees to report to the CPAC office, Building 1191, Fort Stewart, Georgia for issuance of their identification cards. The employee will then be required to take it to the 3d SSB, ID Card Section, Building 250, (Marne Welcome Center), Fort Stewart, Georgia for photos, finger printing and lamination.

(3) After employees have been issued their government identification card, they will report to the Vehicle Registration Office at Building 295, Fort Stewart, Georgia or Building 1240, Hunter Army Airfield to obtain a vehicle registration decal. They must have a current government issued identification card as indicated above. They will also be required to show proof of ownership of the vehicle they are registering or an affidavit authorizing them to drive the vehicle, proof of insurance, current registration, and a valid driver's license.

(4) For renewal of government issued identification cards, contractors must submit request for renewal to the issuing authority. DOC will approve these requests as required by the issuing authority.

b. Contractors Requiring Access to the Installation 90 Days or Less.

(1) Contractors are required, within 5 days after receipt of contract award, to furnish a personnel roster to the DOC. Submission via email to address provided in notice of award is preferred. Upon receipt of the personnel roster, the DOC will verify the contract information and forward to the Vehicle Registration Office. A revised roster must be provided to the DOC any time a change is made to the contractor's personnel.

(2) Government issued identification cards will not be required however, individuals may be required to show some form of identification at the access control point.

(3) Once the Vehicle Registration Office has received contract verification and the personnel roster, employees will report to the Vehicle Registration Office at Building 295, Fort Stewart, Georgia or Building 1240, Hunter Army Airfield to obtain a temporary vehicle registration permit. They must be listed on the personnel roster and will be required to show proof of ownership of the vehicle they are registering or an affidavit authorizing them to drive the vehicle, proof of insurance, current registration, and a valid driver's license.

5. Upon termination of an employee or expiration of the contract, government issued identification cards must be turned in to the DOC. Contractor employees are required to report to the Vehicle Registration Office for clearance and to turn in the decal/permit.

6. The Contractor shall, under regulations prescribed by the Directorate of Public Safety (DPS), use only established roadways when transporting personnel and/or material in the prosecution of work. The Contractor shall adhere strictly to the above, and shall not develop new ingress or egress roads without specific written instructions from the DPS.

7. At times, depending on the level of access control, it might take longer than normal to get on or off the installation. Such time periods are not to be considered the basis of a claim against the government.